Student Conference Award Program (S-CAP)
Application Instructions

General Information

The Student Conference Award Program (S-CAP) is a Travel Grant designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include conference registration fee, travel, lodging, and airport shuttle/taxi fees. The award does not include meals or additional conference costs (i.e. materials, side trips, banquets).

The S-CAP program is one form of assistance in helping an individual attend a conference. We recommend that students not use S-CAP as a sole resource in deciding whether to attend a conference, as the availability of funds are subject to change. It is **recommended** that students seek additional funding through their college/school or student organizations.

- S-CAP funding is limited, therefore we will only award two students per conference.
- Applications are reviewed & considered on a first come, first served basis.
- A student may only receive the award twice.
- This award is not transferrable; an approved application may not be applied to another event or to another student.

How to Apply
Eligibility requirements are as follows:
1) Must be a registered UNM student at the time of the conference.
2) Must be in a degree seeking program at the time of the conference.
3) Must be in good academic standing, i.e. no academic probationary status.

To apply for S-CAP, applicants must submit a completed application packet (see S-CAP Application Checklist for details), a typed proposal, unofficial transcript, and conference information to Career Services, UAEC, 2nd floor, Rm 220, either in person or by mail. **During unusual circumstances such as, COVID-19 they may be e-mailed.

In order to capture semester break dates each semester is counted from, the first day after finals week to the last day of classes for the following semester.

Application Submission Date
Applications are accepted each semester and only for that semester. We begin accepting applications approximately one (1) month prior to the start of the application period. ***Dates are posted on our website***.
-   We will not accept them earlier than the posted date
-   They must be submitted prior to attending a conference.

*Please Note – We begin a waiting list as soon as the amount requested reaches the limit that is available.

Award Notification
Applicants will be notified of funding decisions by e-mail approximately 1 month after the application is submitted for review, unless the application has been placed on a waiting list. Award decisions are on a first-come, first-served basis and are subject to both the availability of funds and the quality of the application.

Payment of Award
All awards are processed through the Student Financial Aid Office. Upon return from your event, schedule an appointment to submit receipts with Career Services. The funds will be applied to your UNM account and are subject to Financial Aid Policies, such as taxation, and covering existing balances.

UNM
Office of Career Services

Student Conference Award Program

Application Form

Name: _____Student ID: _____

Local Address: _____
               Street   City   State   Zip

Telephone: home_____ work _____ Email: _____

Major: _____Year: __Sophomore __Junior __Senior __Grad Stud

Name of Conference (no acronyms): _____

Conference Location: _____

Organization Sponsoring Event:_____

Date(s) of Event: _____

AMOUNT REQUESTED: _____ (Maximum award $600.00)

Demographic Information, collected for statistical purposes only, names will not be used. *(Optional)*

Please circle one: Male or Female   Are you from New Mexico? Yes or No

It is recommended that you seek additional funding for this activity. If approved you will be required to submit copies of documentation regarding other awards.

Source   Amount   Date Requested   Granted (Yes/No/Pending)
_____

_____

_____

I understand that the funding decisions are solely at the discretion of the Student Conference Award Program Committee.

Signature of Applicant: _____ Date: _____

The misuse of any S-CAP funds or giving false information in requesting funds may jeopardize current and future funding and may result in legal penalties. Any false information will result in NO AWARD being made.

Application Checklist

_____ Eligibility requirements are as follows: **Projected Graduation Date**:_____
1) Must be a registered UNM student at the time of the conference.
2) Must be in a degree seeking program at the time of the conference.
3) Must be in good academic standing, i.e. no academic probationary status.

_____ Completed & signed Student Conference Award Program application packet, including:
1) Application Form
2) Application Checklist
3) Budget Proposal Form
4) Advisor Verification Form – During COVID-19 will accept e-mailed verification
5) Reimbursement Guidelines Form

_____ Proposal
The proposal should provide detailed information about the event, and how you will benefit by attending.
It should be grammatically correct, easy to read, and understandable to the S-CAP committee who are represented by various departments – students, staff and faculty.
 - Should be *2-3 typed* pages and may be double spaced.
 - Must be originally written by each student applying.

_____ Conference Literature
 - Must provide detailed information about the conference, either printed from the website, or flyer, to include; **event description, conference location, dates and costs**.

Budget Note
*S-CAP will not reimburse any type of travel rewards programs such as, Frequent Flyer Miles.

Application must be complete with all required documents and signatures. An incomplete application will be returned to you for completion and may then be placed on a waiting list.

Signature of Applicant:_____**Date:**_____

Budget Proposal

This is to estimate your travel budget. If approved award will be for "up to" $600 of eligible expenses.

TRANSPORTATION:

Mode of transportation	Departure date	Return date	Destination and/or Mileage	Estimated Cost
Airlines				
Personal Vehicle*				
Car Rental**				
Train				
Taxi				
Shuttle				

*Personal vehicle request must be accompanied by 3 samples of coach airfare using event travel dates.

**Car Rental – will not reimburse insurance as UNM has contracts with certain car rental agencies.

<div align="center">

Total Transportation Expenses: $_____

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LODGING:

Type of Room	Price per day	# of days	Name of hotel/motel	Estimated cost (including tax)
Room				

*Covers room and required taxes and fees only.

**If room is shared, S-CAP will only cover applicant's portion of the room expense.

<div align="center">

Total Lodging Expenses: $_____

</div>

CONFERENCE REGISTRATION

Conference Title	Registration Fee

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Total Conference Registration Expense: $_____

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Total Overall Expenses: $_____

Minus Approved Outside Funding $-_____

Minus S-CAP Fund Request $-_____ **(Not to exceed $600)**

Remaining Balance $_____

UNM
Office of Career Services

Advisor Verification Form
Undergraduate Students - Academic Advisor
Graduate Students - Faculty Advisor

The Student Conference Award Program (S-CAP) is a Travel Grant designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and conference registration fee.

Eligibility requirements are as follows:
1) Must be a registered UNM student at the time of the conference.
2) Must be in a degree seeking program **at the time of the conference**.
3) Must be in good academic standing, i.e. no academic probationary status.

Student
I agree that I meet the eligibility requirements as listed above: I am a registered UNM student at the time of the conference, I am in a degree seeking program and I am in good academic standing.

I agree to inform UNM Career Services in a prompt manner of any changes to my eligibility requirements. I understand that failure to do so will result in forfeiture of my award.

_____   _____ _____
Student (Print Name)   Student Signature   Date

Academic or Faculty Advisor:

- I understand the eligibility requirements for students to receive S-CAP funding

I verify that (student name)_____ is,

 - A registered student at UNM.
 - Is currently in a degree seeking program.
 - Is in good academic standing.

*During COVID-19, please e-mail acknowledgement that you verify this student's standing

_____   _____
Academic or Faculty Advisor (print name)   Department

_____   _____
Academic or Faculty Advisor, Signature   Date

REIMBURSEMENT GUIDELINES

The S-CAP award is a Travel Grant and will be processed through the Student Financial Aid Office. Once processed through Financial Aid payment will be applied to students UNM account. Expenses paid by other parties, such as department, organization or person, are the sole responsibility of the student to reimburse, if required.

The recipient will be required to submit eligible receipts to Career Services and sign an Expense Verification Form. Award is contingent upon satisfactory proof of expenses incurred.

If approved, payment is processed through the Student Financial Aid Office and applied to the recipient's student account only after the travel is completed.

Student must submit:	Required Documentation
Conference Registration Fee	Must be an itemized receipt
Airfare	Itinerary & receipt reflecting traveler's name and method of payment Travel rewards programs such as, frequent flyer miles are not reimbursable
Personal Vehicle	Must include mileage log, 58 cents per mile **If - personal preference:** - Must provide 3 samples of coach airfare using event dates - Provide airport shuttle or tax estimates *Lower amount will be paid **If - Business Need:** Provide a detailed business description as to why it is required for you to drive to this event, and the full mileage total may be approved.
Car Rental	Must provide itemized receipt or copy of agreement. UNM will not pay insurance due to having contracts with certain rental agencies.
Lodging	Must have itemized original receipt – room and required tax and fees allowed.
Ground transportation	Must have original receipts

-Receipt must reflect students name & method of payment.
-Contact Career Services for additional requirements for payments made by check or cash

Questions or concerns may be directed to:

Cathy Chalk
UNM Career Services
University Advisement & Enrichment Center, Room 220
277-7794
radoll@unm.edu

I understand that to receive this award I must submit all relevant and original documents. I understand that failure to provide these documents may result in forfeiture of my award.

_____ (initial) Additionally, I acknowledge that any travel expenses paid by a UNM Department, Organization or person are **my responsibility** to reimburse, if required and will not be directly paid by the S-CAP Travel Grant.

Signature _____Date_____